

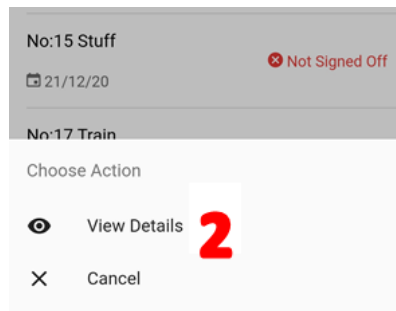
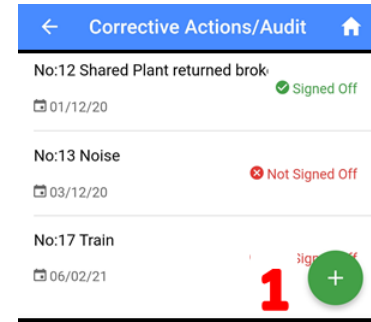
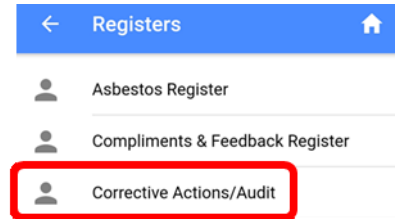
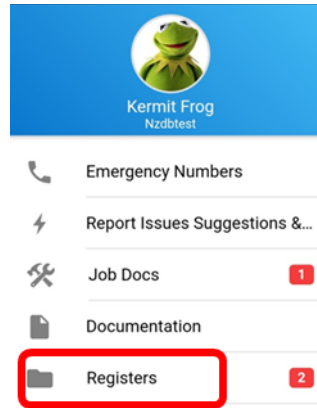


Corrective Actions Mobile App



There are multiple places inside the Mobile App where you can add items to the Corrective Actions Register e.g. Warehouse/Office Inspection Register.


When you click on the button it will open the same fields as here.

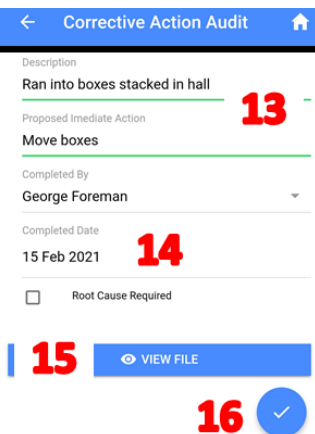
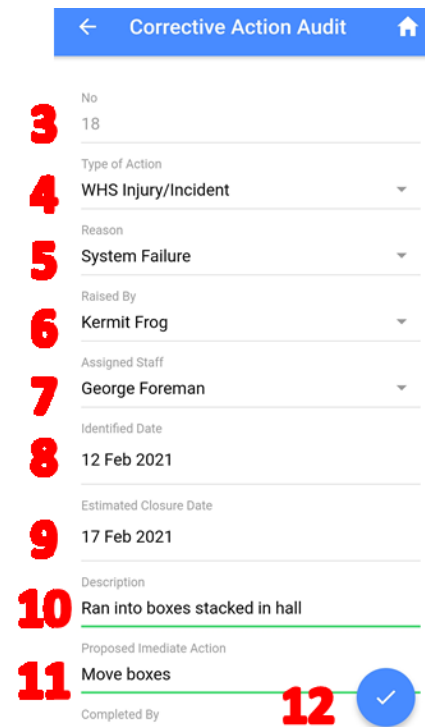
To add a new item from the Main Menu select Registers & Corrective Actions/Audits.




You will see a selection of items already signed off and others that require sign off.

1. Click  to add a new item.
2. To open an item click on it and select  View Details. Complete as per step # below.

3. The number will autopopulate.
4. Select the Type of Action that occurred.
5. Select the Reason for the action.
6. Select who it was Raised by.
7. Assign the person who will be responsible.
8. The Identified Date will autopopulate with today's date, change this as required.
9. Select an Estimated Closure Date.
10. Type in a description of what happened.
11. Type in a Proposed Immediate Action required.
12. At this stage you can click . The task will be moved to the "Assigned Staff" in #7 above



Completing the task where no root cause is identified:

13. Update the description and proposed action if required.
14. Check the Completed Date is correct.
15. Add Files as required.
16. Click 

Completing the task where "Root Cause" is identified:

17. Tick the Box for Root Cause.

18. Type in the Underlying/Root Cause.

19. Select who Determined it.

20. Click  to save.

← Corrective Action Audit 

17 Root Cause Required

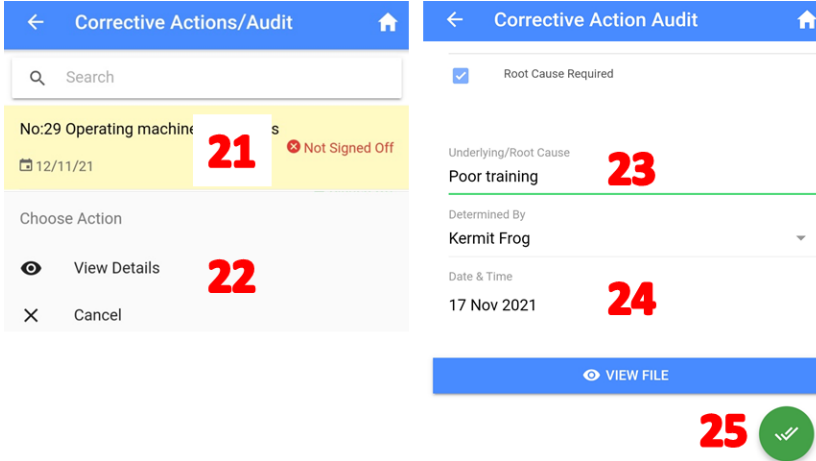
18 Underlying/Root Cause
Poor training


19 Determined By
Kermit Frog

Date & Time
17 Nov 2021


 VIEW FILE

20




← Corrective Actions/Audit 


Q Search


No:29 Operating machine **21**  Not Signed Off

12/11/21

Choose Action

 View Details **22**

 Cancel


← Corrective Action Audit 


Root Cause Required

Underlying/Root Cause **23**
Poor training

Determined By
Kermit Frog

Date & Time **24**
17 Nov 2021

 VIEW FILE

25 

Task will now show in mobile app of the Staff member selected in Determiner By step #19:

21. Click on the task.

22. Click  View Details.

23. Add any comments to the cause.

24. Select the date.

25. Click  to sign off.

The Task will now go back to the staff originally Assigned in step #7 for final sign off:

Open the task as per steps 21 & 22 above:

26. Type in Long Term proposed solution.

27. Select Date.

28. Click  to sign off.

← Corrective Action Audit 

26 Proposed action for long term solution (Corrective/Preventive act...
Check in at toolbox meetings

Completed By
George Foreman

27 Date & Time
17 Nov 2021

 VIEW FILE

28

